

(17) **PV END DATE**

Required for recurring payments. Enter the end date of accounts payable. (e.g., August 31, 1996 is entered as 08 31 96)

(18) **SCHED ID**

Required for recurring payments. The Schedule ID number specifies a unique set of planned payment dates for a particular lease for that fiscal year. The Scheduled ID's available for use are as follows:

MG01 = Monthly for Space Leases  
TELP = Quarterly for TELP  
MN01 = Monthly for Non-Space Rentals

(19) **DOCUMENT TOTAL**

Required. Enter the amount of all lines on the document in dollars and cents. If the amount is being modified, add together all the increase amounts (coded as "I"), and then add together all the decrease amounts (coded as "D"). Subtract the smaller of the two amounts from the larger and enter the difference as the total.

(20) **IMPUTED INTEREST RATES**

Optional. Except for capitalized leases or lease purchases. Enter the estimated rate of interest.

(21) **RENEWAL INDICATOR**

Optional. This is a Y (Yes) or N (No) field. It indicates whether the contract is a renewal from the previous fiscal year.

(22) **LN**

Required. Enter a different two-digit number (01, 02, 03, etc.) for each line. This will be used later whenever a payment voucher references this line from the Lease Order.

(23) **DEPT**

Required. Enter the three-position code for the department responsible for the lease.

(24) **ORG**

Required. Enter the four-position code for the organizational unit responsible for the lease.

(25) **S/ORG**

Optional. (May be required by your department.) Enter the two-position code of the sub-organizational unit contracting the lease. Refer to the Suborganization Table (SORG) for your department for a list of valid codes.

(26) **APPROP**

Required. Enter the number of the appropriation account that will provide the funds to pay for the lease.